

COMPETITIVE GRANT GUIDELINES FY2006

Bureau of Emergency Medical Services Division of Health Systems Improvement, Utah Department of Health

Introduction

The Legislature established the EMS competitive grants program for the purpose of improving the statewide delivery of emergency medical services. This program is administered by the Bureau of Emergency Medical Services, Division of Health Systems Improvement, Utah Department of Health, through Rules established by the EMS Committee.

These guidelines provide specific information relevant to the grant application process, scheduling, matching fund requirements, and other special conditions. Careful adherence to these guidelines will assist the Department and the Grants Subcommittee in evaluating local needs and fairly allocating grant resources.

During FY2006, each agency may request grant funds for a total of **ONLY** three items and those three items must be from the categories listed below:

- | | |
|-----------------------------|--------------------------|
| 1) CME and Initial Training | 5) Defibrillators |
| 2) Training equipment | 6) Extrication Equipment |
| 3) Communication Equipment | 7) Other Equipment |
| 4) Vehicles | |

If an agency requests more than three items, the Bureau will delete the lowest priced items. Applicants should prioritize their own grants on the Consolidated Budget Form in order of importance to them. Points will be given for agency priority. Agencies may, **in addition to three items**, apply for Demonstration/Research projects, which will **not** need to be prioritized by the County council or committee.

The Grants Subcommittee will recommend approval of grants based on the following criteria:

1. A description of the agency, including size and significant impediments of the geographic service area;
2. The population/demographics of the service area;
3. Sufficient justification and the urgency of the need;
4. Call volume;
5. The per capita grant allocated to each agency for the previous year, and its relative benefit on the agency to provide EMS service;
6. Unused funding from previous year's grant;
7. The impact on patient care;
8. Percent of responses to non-residents of the service area;
9. Local county prioritization.

Demographic Information on the Agency Consolidated Budget Request Sheet must be completed or the grant will not be considered.

FY 2006 Competitive Grant Application Process

During fiscal year 2005-2006 (FY2006), the Utah Department of Health, in consultation with the EMS Committee, will distribute approximately \$850,000 to competitive grant applicants. Grantees shall be limited to entities who provide emergency medical services. **Grantees must be in compliance with the EMS Systems Act and all EMS rules.** Application forms are available at the Bureau of EMS, 288 North 1460 West, or P. O. Box 142004, Salt Lake City, Utah 84114-2004, telephone number (801) 538-6286; toll free (800) 284-1131, or on email at jkpetrogeorge@utah.gov, or <http://health.utah.gov/ems>.

Incorporated entities must be registered with the Department of Commerce. Awards will be implemented through reimbursable grants with the Department of Health; that is, the grantee expends funds for grant approved purposes and the Department reimburses the grantee for expenditures incurred. Unless otherwise specified, grants will begin July 1, 2005 and terminate June 30, 2006. **The deadline**

for reimbursement requests to be received by the Department is July 15, 2006.

The schedule for the application process is as follows:

1. Completed forms with two copies of the actual signed application must be mailed or delivered to the Salt Lake Office of the Bureau of EMS no later than **5:00 p.m., January 17, 2005**. If you desire to mail your application, it will be accepted as long as it has a postmark no later than **January 17, 2005**. **Regional EMS consultants will not accept grant applications.** Applications must be filled out completely. Incomplete applications may be rejected by the EMS Bureau and returned to the applicant.
2. It is the intent of the EMS Committee that the local EMS council or committee review and prioritize all local grant applications received. Grant applicants shall provide a copy of the "Agency Consolidated Budget Request" to the chairman of their respective county or multi county EMS Councils or committees, where organized, by January 17, 2005. These committees will then review and prioritize the grant proposals from their respective areas. **Local EMS prioritization meetings must be held after grant submission deadline or county prioritizations will be disqualified.** The local committees must forward their prioritizations to the Bureau of EMS by February 21, 2005.
3. On March 23 - 24, 2005, the Grants Subcommittee will meet to recommend grant awards.
4. On April 13, 2005, the State EMS Committee will review the recommendations of the Grants Subcommittee and award the FY2006 grants. As the result of their evaluation, the EMS Committee may reject or authorize full or partial funding of any or all grant proposals.

DATE 2005	SCHEDULE SUMMARY
January 17, 2005	Deadline for Submission of grants
During January	EMS Bureau will review applications, send deficiency letters, and prepare packets for mailing to Grants Subcommittee
After January 17, 2005, and before February 21, 2005.	Local prioritization meetings must be held
February 21, 2005	Prioritization by county must be submitted to EMS Bureau
March 23-24, 2005	State EMS Grants Subcommittee meets and determines recommendations
April 13, 2005	EMS Committee reviews and approves grants
During April, May and June	EMS Bureau will prepare and process grants
June 30, 2005	End of FY2005 grant period
July 1, 2005	Beginning of FY2006 grant period
July 15, 2005	Deadline for submission of FY2005 grant reimbursement requests

Matching Fund Requirements

JUSTIFICATION

There must be adequate justification for the grant. An agency may not request grant monies on behalf of another agency. **No combined/consolidated grants will be accepted.**

In order to maximize available grant funds, grant applicants may be required to provide partial funding for approved grants. **MATCHING FUNDS MUST BE CASH EXPENDED AGAINST TOTAL PROJECT EXPENDITURES.** Unless otherwise specifically noted, matching fund requirements are listed below. Exceptions can be granted by the Subcommittee for extraordinary circumstances.

Grant recipients shall, for the following categories, provide matching funds in the amount of 50%, unless a waiver is granted, of total approved expenditures for:

1. Equipment (excluding vehicles) used in direct patient care, communications, extrication, rescue operations, or training - Special conditions for defibrillators, extrication equipment, and communications equipment are listed below.
 - (a) **Defibrillators** - Agencies have different needs for defibrillators. Paramedic and Intermediate Advanced agencies need defibrillators with more advanced features than intermediate agencies who need more capabilities than basic agencies.

Based on this need, the State will fund defibrillators up to a maximum of \$6,000 for Paramedic and Intermediate Advanced agencies, up to a maximum of \$3,000 for Intermediate agencies and up to a maximum of \$1,000 for Basic agencies.

If an agency has an application on file in the Bureau of EMS for upgrade licensure to an advanced level, they are eligible for funding at that advanced level. Funding would be contingent upon the agency completing their licensure requirements.
 - (b) **Extrication Equipment** - The state will fund up to a maximum of \$6,000 per year. Extrication equipment and capabilities available within a reasonable distance from the applicant will be considered in evaluating need. Therefore, the applicant shall submit the extrication justification, describing capabilities available within the service area. Specific equipment information must be attached to the application. **In the absence of this information, funding will not be considered.**
 - (c) **Communication Equipment** - Needs will be considered on a case-by-case basis with adequate justification. **Reimbursement shall be based upon current state communications contract prices obtained from the Division of Information Technology. Maximum allowable amounts are 50% of the cost of the equipment, not to exceed State contract prices.**

ALL COMMUNICATION EQUIPMENT REQUESTS MUST BE REVIEWED BY FLOYD RITTER, Bureau Communication Consultant, prior to submission date of January 17, 2005, otherwise requests will NOT be considered. Please contact Mr. Ritter by e-mail at: fritter@utah.gov or telephone: 801 965-3869; or in writing (see justification form category 3), for consideration.
 - (d) **Computer Equipment** - Computer equipment should be listed under category 2 if for training and category 7 if for other.
2. **Ambulance or Emergency vehicles** - Grant recipients shall, for new ambulances, remount ambulances or emergency/rescue vehicles, provide matching funds in the amount of at least 60% of the total approved expenditures; however, grant funds shall not exceed \$20,000 per vehicle.
3. **Initial Training and CME** - Prehospital Licensed and designated EMS agencies may apply for up to \$4,500 per agency for initial training and continuing medical education with adequate justification. An agency may apply for \$1,000 for each additional service area they service up to a maximum of \$3,000. The Maximum an agency can apply for is \$7,500. Justification shall include the number of personnel presently within the service and each person's certification level and a description of the additional service area. A detailed explanation describing the plan for the proposed use of CME and training funds must be submitted. A 50% match will be required on all funding for CME and initial training. Reimbursement for CME and initial training will be based upon submitted receipts for actual training, videos purchased, instructors paid, registration, travel to and from training/CME sites, hotel bills and per diem when attending training/CME, and speaker honorariums. Supplies and promotional materials may not be claimed.

Where there is adequate justification, the Grants Subcommittee will consider applications for training programs where a need exists and where the above allocation places an unusual or logistical financial burden upon the community. Matching funds will be determined on a case-by-case basis.

Travel and per diem reimbursement shall be computed using state approved rates. At the

present time these rates are:

Mileage:	\$.375
Hotel/Motel rate:	\$55.00
Breakfast:.....	\$ 6.00
Lunch:	\$ 9.00
Dinner:	\$15.00

Rates for Salt Lake Valley (Draper to Centerville, Park City, Heber City, Tooele City and Midway City limits are \$68.00 plus tax. Rates for Ogden city and Provo/Orem city are \$63.00 plus tax. Moab, Cedar City and St. George City limits are \$65.00 plus tax. All other locations are actual cost up to \$55.00 plus tax, single room rate.

In order to receive reimbursement for initial training and CME, a canceled check or receipt from a training agency or institution, must be provided showing that registration fees were paid by the agency. Requests for reimbursement for travel and per diem must be accompanied by approved Bureau CME & Training form and receipts for airplane or hotel/motel must accompany request.

Agencies that are not licensed or designated through the Bureau of Emergency Medical Services, Department of Health, may request training for basic EMTs or Dispatchers, but MAY NOT REQUEST ADVANCED LEVEL TRAINING or CME. Limits of \$500 per EMT and \$200 per dispatcher initial training may be requested.

4. **Demonstration or research projects** - Matching funds are not required for demonstration or research projects unless specifically stipulated by the State EMS Committee following review of the project proposal. Research projects will be limited to a maximum of \$10,000 each; demonstration projects will be limited to \$25,000 for the first year and \$15,000 for the second and any subsequent years.
5. **Expendable Items** - These are items used in the normal process of patient care and are not eligible for funding under these guidelines. The Grants Subcommittee will, however, consider the purchase of fully equipped jump kits for first response units.
6. **Waivers** - The Grants Subcommittee may recommend reducing or waiving the matching fund requirements where deemed appropriate in order to respond to special or pressing local EMS problems. A letter of justification signed by the local official must accompany the grant application.

Grant Proposal Preparation Assistance or Questions

We recognize there may be many questions regarding the program. It is the desire of the Bureau of EMS and the State EMS Committee that the process be as simple and easy to accomplish as possible. We strongly encourage you to contact your EMS Bureau regional consultant, Leslie Johnson or Irene Petrogeorge for assistance in grant preparation. Please contact Leslie Johnson at 801 538-6292 or e-mail lesliejohnson@utah.gov; or Irene Petrogeorge at (801)538-6286, e-mail ikpetrogeorge@utah.gov. Regional Consultants can be reached by e-mail at: Tami Goodin: 801 538-6791 or tmacdonald@utah.gov; Christine Warren: 801 538 6285 or christinewarren@utah.gov; Dan Camp: 801 538-6280 or dcamp@utah.gov; and Dennis Bang: 801 538-6281 or dbang@utah.gov.